



Speech and Hearing BC

Policy V.2.C - EXPENSE CLAIM GUIDELINES

WHO MAY CLAIM:

All persons on the Executive Committee and Provincial Council, and committees appointed by the Provincial Council.

Eligibility for Conference Expenses:

1. All Provincial Council members and Area Representatives will be eligible to receive conference registration fees if the member:
 - a) has attended at least four (4) PC meetings one of which can be the Strategic Planning Meeting and has submitted a PC Report at such meetings, or
 - b) has attended at least three (3) PC meetings and has submitted a PC Report at such meetings, and has participated in committee work as evidenced by committee meeting minutes.
2. Executive Committee members or PC members presenting on behalf of PC to the annual conference may be eligible for accommodation expenses of up to 3 nights and travel, pending approval by EC.
3. Conference Committee Chair eligible to receive reimbursement for travel and accommodation expenses during the conference.
 - a) In the event the role of Conference Chair is shared by two (2) Co-Chairs, the conference expenses outlined in section 3 above will be allocated by Provincial Council.

Receipts must always be attached.

On-going expenses:

- (i) Long distance telephone charges
- (ii) Postage charges
- (iii) Fax charges

Eligible PC Meeting Expenses:

- (i) Travel for those living outside a 32 km radius - includes:
 - Airfare
 - Bus

- Mileage @ 50¢ per km
- Ferry
- Taxi or City Transit (airport/hotel/meeting site)

ii) Accommodation for face-to-face PC Meetings:

One night stay at the meeting hotel or nearby hotel at a rate not exceeding the rate at the meeting hotel.

When a flight home is not available on the same day as the meeting or the reduced airfare is only available if staying over Saturday night, then a second night's accommodation is applicable. If claiming a second night, the cost must not cancel out the savings made by the reduced rate.

(iii) Meals:

Up to a maximum of \$50 per day may be claimed where the cost of a meal is incurred on the day of the meeting and when a meal is not offered by the Association. *Allocation guidelines for meals include a range of \$10-15 for breakfast or lunch and \$25 for dinner.*

Repayment will be made at the time of writing weekly cheques (usually the last day of the week). *Claims for meals must include an itemized receipt of meal expenses (not credit card receipt only). Alcoholic beverages will not be eligible for reimbursement.*

Claims should be sent directly to the Speech and Hearing BC Office via mail, fax or pdf.

Other expenses:

- (i) Scanning Charges
- (ii) Postage charges
- (iii) Copying Charges

WHEN TO CLAIM:

All expenses and receipts must be submitted by December 31 of the year in which the expenses were incurred.

NOTES:

As Speech and Hearing BC is a non-profit, please be mindful of association funds and cut costs where possible e.g. booking airfare far enough in advance of meetings to ensure the best rate. Please book hotel accommodations for the annual conference before the special hotel rate deadline or you may be responsible for the difference.